POSITION: PAYROLL MANAGER

BEGINNING DATE: As soon as possible

JOB #1522

POSITION SUMMARY:负责管理工资和薪酬的全部事务，包括编制工资条，管理工资政策，培训员工，确保工资的准确无误。需要与校园内各部门保持良好的沟通，确保所有员工都能及时拿到他们的工资。

EO/EAA STATUS: EEO-5, EEO-6, EEO-7

QUALIFICATIONS:

- Bachelor’s degree in a related field or equivalent training or experience in a related field.
- Minimum of five years of responsible experience in payroll or human resources.
- Knowledge of state and federal laws, regulations, and policies relevant to payroll and personnel management.
- Ability to manage multiple projects and prioritize tasks.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.

SALARY RANGE: $53,424 - $68,596

APPLYING FOR THIS POSITION:

- Submit a completed CSUS employment application, resume, and cover letter by email to employment-opportunities@csu.stanford.edu or send to Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor), One University Circle, Turlock, CA 95382.
- For questions, please contact Veronica Taylor (209) 664-6735.

You must submit all required documents by the closing date.

CALIFORNIA STATE UNIVERSITY, STANFORDS

EMPLOYMENT OPPORTUNITY

POSITION: PAYROLL MANAGER

(Classified as: Confidential Administrative Support, PS1, IS)

Full-time position available on or after September 1, 2015 in the Human Resources/Payroll Office.

ESSENTIAL DUTIES: Under general direction of Vice President of Faculty Affairs and Human Resources, the Payroll Manager is responsible for all daily operational functions of the payroll unit including training, assigning daily workloads to payroll technicians; interpreting rules, regulations, and policies included in the State Controllers Office (SCO) Payroll Procedures Manual and the Personnel Information Management Systems (PIMS) database. The Payroll Manager supervises the payroll processing transactions by auditing payroll transactions on a routine basis. Duties include, but are not limited to:

- Serve as technical and operational supervisor on all payroll matters. Provide all technical assistance on all payroll processing procedures and functions.
- Oversee and review Personnel/Payroll Transactions (PPTs) to be entered in the Personnel Information Management Systems (PIMS) database accurately and timely. Review/processing of errors and discrepancies by analyzing data, searching records, contacting employees, conferring with Human Resources or Faculty Affairs regarding transactions, the intent of Technical letters, collective bargaining agreements and other pertinent guidelines/instructions, and reconcile data with the State Controllers Office (SCO).
- Provide training, project coordination, and the organization and leadership to all daily, monthly, and yearly activities in the Payroll Office. Assign appropriate daily workloads, establish priorities and monitor progress toward goals and deadlines. Supervise and provide guidance and direction to Payroll Staff to remain in compliance with all policies and procedures including meet and confer regarding potential disciplinary actions.
- Prepare and provide a full range of payroll transactions for all employees within the University, including appointments, changes of status, leaves of absence, sabbaticals, promotions, disability, pay increases, settlement, separation, buy-sell position, retirements, judgments, garnishments, dock, accounts receivables, retroactive salary, and time-based changes, etc. Overseen maintenance of attendance records on the CMS/PeopleSoft Human Resources Management module. Prepare and/or gather payroll reports for GAPM submission and other audits as assigned.
- On a monthly basis, audit, process, and reconcile the Payroll Reversing Fund Accounts and Accounts Receivables with Financial Services, as well as the State Controller Retro-activity.
- Perform CBSI (Campus Information Retrieval System) and FOCUS database management system, develop ad hoc reports for use as research tools or to meet the needs of various campus departments.
- Reconcile monthly Payroll Certification Report, Prepare and submit monthly-end reports to State Controller’s Office.
- Research, analyze all aspects of the payroll process and development, update, recommend and implement policies and procedures to maximize effectiveness and efficiency. Identify problem areas and develop solutions. Research and prepare responses in answer to inquiries, complaints, resolve complex problems and issues.
- Serve as campus liaison to State Controller’s Office. HRM campus administration and other campus administrators regarding all payroll policies, procedure, training, testing, tickets, processing guidelines and payroll transactions or deduction issues. Maintain effective working relationships with campus and outside departments.
- Provide assistance to faculty, staff and students regarding payroll processing procedures, deductions, attendance reports, leave accrual records, and other specific payroll information. Maintain strict confidentiality in all matters and ensure a professional and helpful attitude in interactions with department colleagues, all on-campus and off-campus personnel. Complete all projects, request, reports, testing, and other duties as assigned.

QUALIFICATIONS:

- Bachelor’s degree and/or equivalent training in related field.
- Full-time equivalent to three (3) years of increasingly responsible experience in leading/training, preparing and processing complicated or problematic payroll and personnel related transactions in an educational environment, including prior supervisory experience.
- Full-time equivalent to four (4) years of experience working with the Uniform State Payroll Procedures Manual, PIMS, State Controller’s administrative manuals and guidelines, the Public Employee’s Retirement System, Manual, Executive Order published by the Chancellor’s Office, applicable state and federal laws, educational codes and collective bargaining agreements.
- Eight (8) years of experience with PIMS and SCO payroll processing, preferred.
- Experience with PeopleSoft/Human Resources Management systems involving data entry and reconciliation, preferred.
- Experience with data entry and processing payroll in an educational, city, county, or state environment, preferred. Thorough knowledge of CSU payroll processed procedures, preferred.
- The successful candidate must be fingerprinted and successfully pass a background check, which includes checks for employment, education, criminal, civil, and motor vehicle records.

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of CalPERS, ABC, PERS, and other public retirement systems, as set forth in Uniform State Payroll Procedures Manual, Personnel Information Management System Manual and other payroll information found in state and university administrative manuals and guidelines; CalPERS manual, Executive orders and Technical Letters published by the Chancellor’s Office, applicable state and federal laws, educational codes and CSU collective bargaining agreements. Ability to analyze detailed numerical records or transactions and identify deviations from applicable CSU policies and procedures.
- Thorough knowledge of English language, and arithmetic, general office methods, procedures and practices. Ability to read and write at a level appropriate to the duties of the position.
- Demonstrated experience operating personal computer; proficiency with Microsoft products including Outlook, Word, Excel and Access and data entry/management systems.
- Demonstrated proficiency to independently identify appropriate payroll applications for a wide variety of complex written policies and procedures, applicable state and federal laws, educational codes, collective bargaining agreements and practices on circumstances not clearly described in available guidelines.
- Ability to independently reconcile pay and personnel transaction reports of staffing, classifications, and employee deductions and salary patterns.
- Ability to independently draft and prepare cover memos and responses to inquiries concerning applications of payroll/policies and procedures.
- Demonstrated ability to maintain a high level of confidentiality with all payroll and sensitive materials. Able to develop written employee performance evaluations.
- Demonstrated experience in successfully leading others, training and scheduling workload and assignments. Ability to deal with resource changes, materials, or personnel, in order to effectively assist the team in making needed transitions and ensure compliance with university, state, federal, and educational codes, rules and regulations.
- Must possess excellent oral and written communication skills; must be articulate & possess excellent interpersonal skills with a demonstrated ability to establish and maintain cooperative working relationships with team, colleagues, supervisor, campus managers, faculty, staff, students, and internal department team in a competent, diplomatic & open-communication style.
- Ability to perform advanced arithmetical calculations, rapidly and accurately; work with numbers, names, codes and symbols; review detailed numerical records of transactions in order to identify, trace, and correct processing errors. Demonstrated ability to print or type numbers neatly and accurately on forms.
- Ability to keep abreast with changes in a wide variety of complex resource materials in order to be in compliance. Demonstrated ability to prepare and implement training programs for others.
- Must possess the skills and ability to independently select and consistently apply policies and procedures according to available reference materials.
- Demonstrated ability to identify, trace, and correct processing errors. Ability to use office machines such as a calculator, typewriter, or date/time stamp machine.
- Must possess strong organizational skills, be multi-tasking and perform under the pressure of multiple deadlines and a changing environment.

SALARY RANGE: $53,424 - $68,596

POSITION IS OPEN UNTIL FILLED.

SCREENING OF APPLICATIONS TO BEGIN AUGUST 14, 2015.

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSUS employment application, resumé, and cover letter (download electronic application at www.csu.stanford.edu/employment-opportunities) to:

California State University, Stanislaus - Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle - Turlock, CA 95382

For questions, please contact Veronica Taylor (209) 664-6735.

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or current employees of CSU when new positions are offered.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-1351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your responses will not be shared with the search committee) at: http://www.doit.csueastbay.edu/voluntary_compliance/CSU/Voluntary_Self-Identification_of_Disability.pdf.

The INDIVIDUALS WHO APPLY TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

The UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENDER, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A MANDATORY REPORTER UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT. CIVIL SERVANTS ARE CREDITED WITH 5 YEARS PER YEAR OF SERVICE UP TO A MAXIMUM OF 10 YEARS. UNEMPLOYMENT BENEFITS ARE NOT AVAILABLE TO CIVIL SERVANTS DURING EMPLOYMENT. CIVIL SERVANTS CANNOT RETIRE UPON RESIGNATION. Correctional officers, police officers, firefighters, and some other employees are entitled to earn a pension and are not eligible for unemployment benefits.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE